Logo, icon

Description automatically generated

View filed document

Portal Quick Reference Guide

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| Purpose |
| Quick Reference Guide shows how to: View filed document in CMS Portal |

Contents­­­

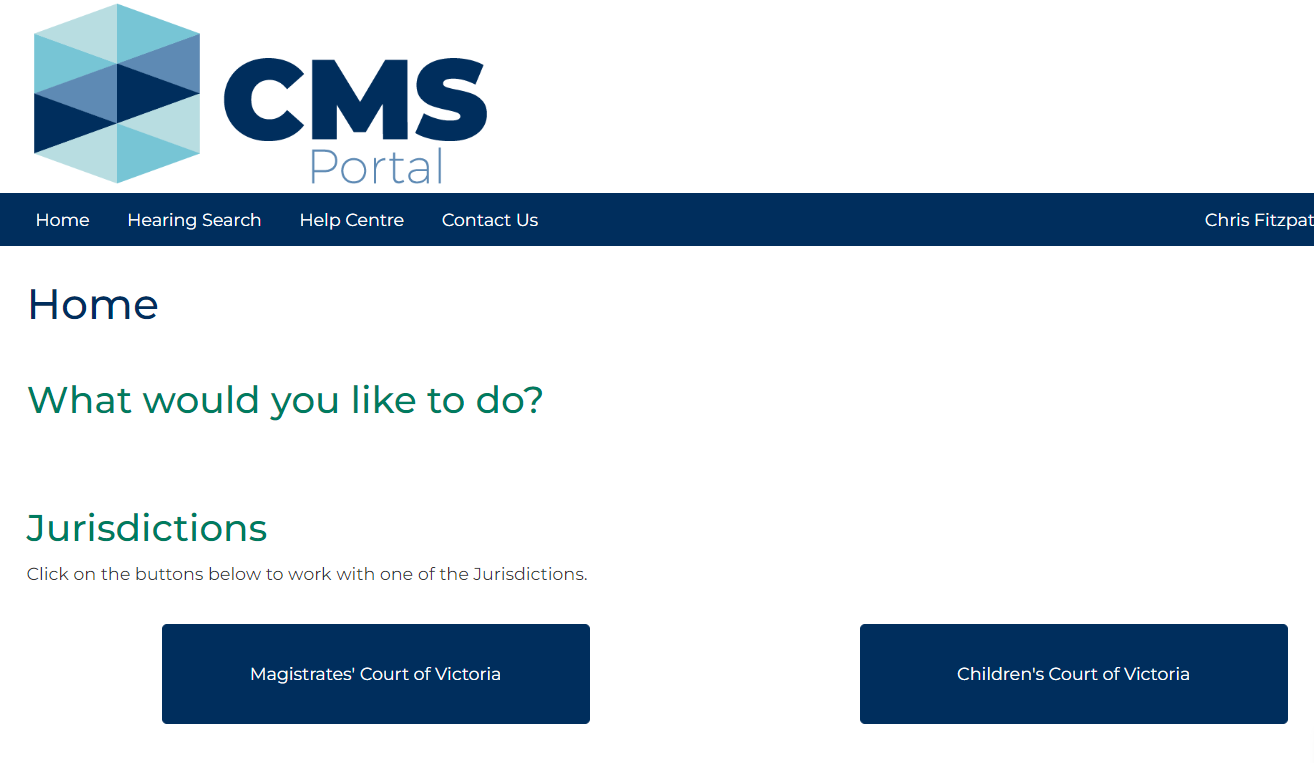
[View previously filed document 2](#_Toc123742226)

[View undelivered documents 4](#_Toc123742227)

# View previously filed document

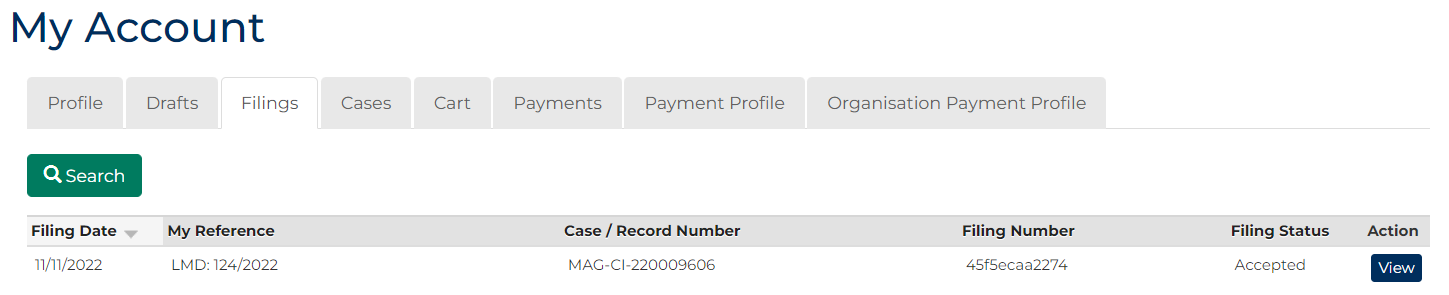
1. Log in to Portal.

Home screen displays:



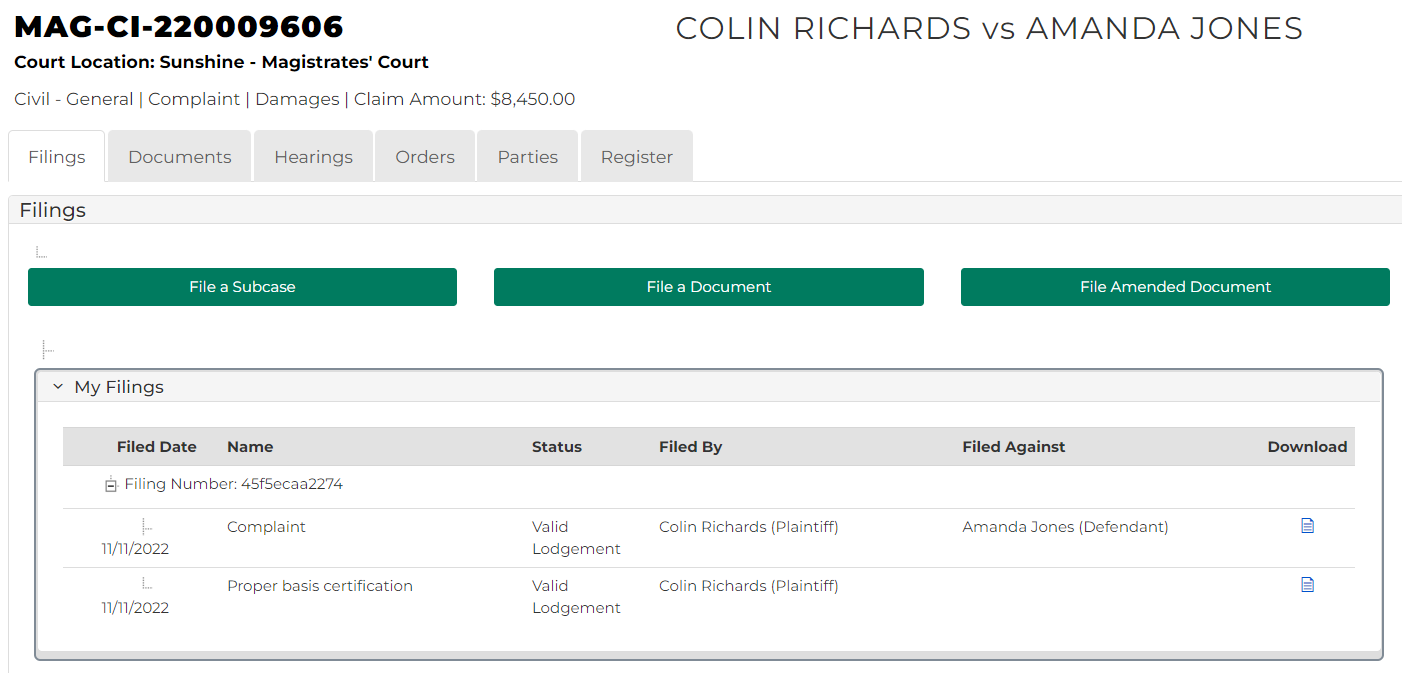
1. Click: My Account

My Account screen displays My Filing tab:



1. In Action column for relevant case, click: View

Case Summary screen displays:

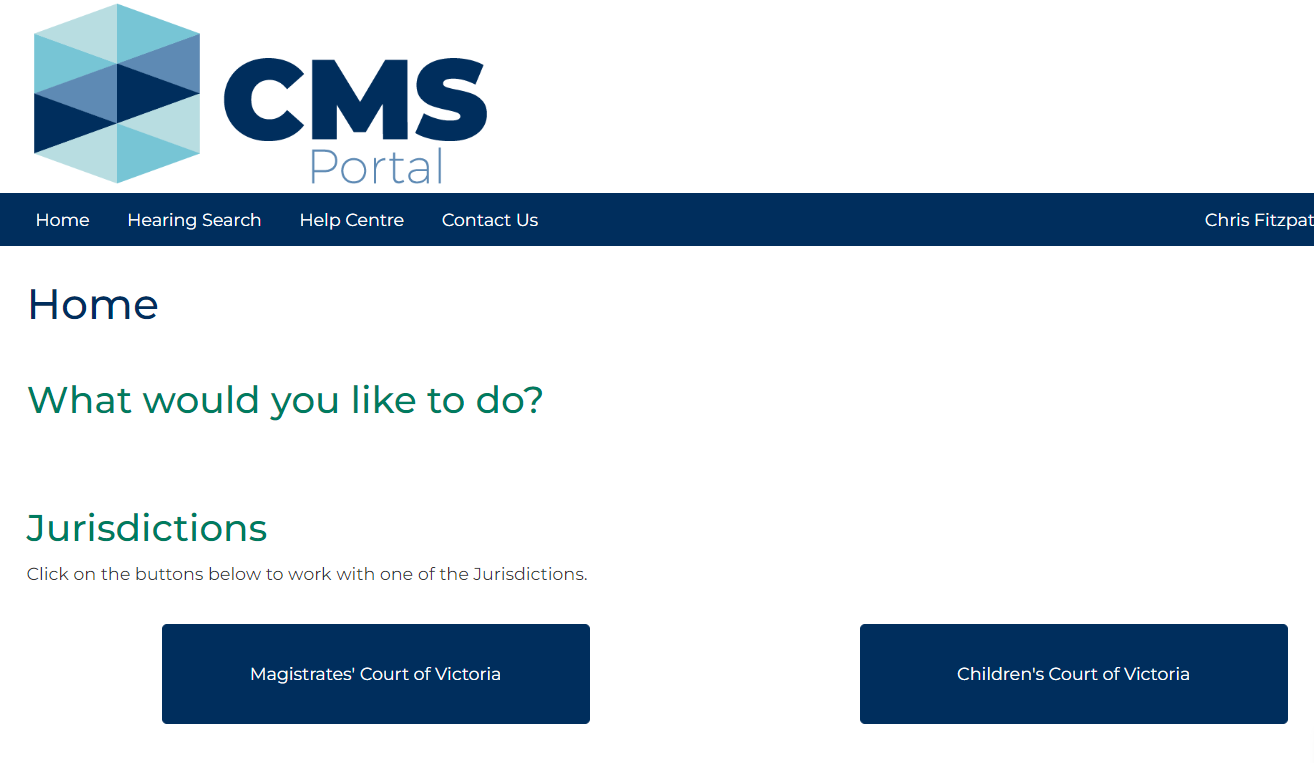


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| Icon  Description automatically generated | Note:  Filings tab displays details of filing, including:  status of filed document, and  icon to download a copy of document |

# View undelivered documents

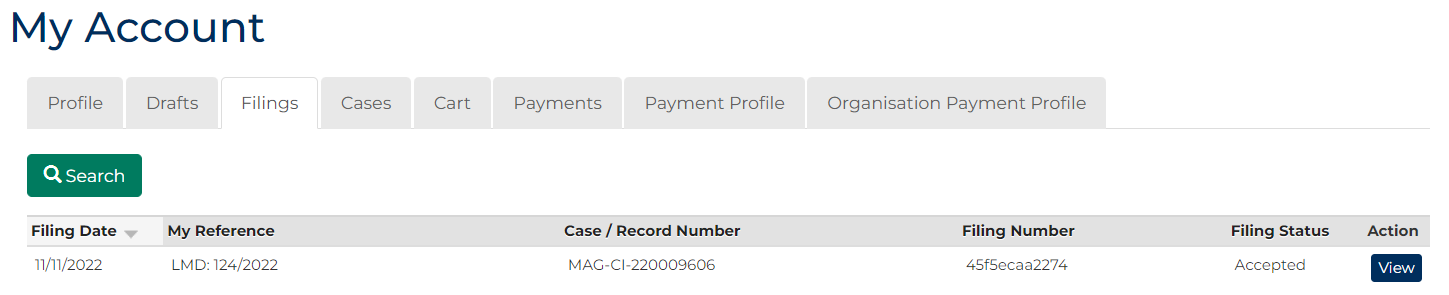
1. Log in to Portal.

Home screen displays:



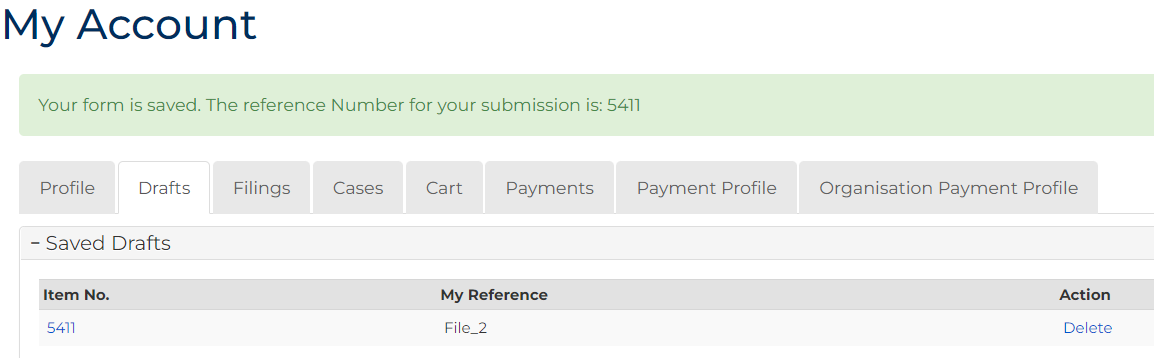
1. Click: My Account

My Account screen displays My Filings tab:



1. Click: Drafts

Saved Drafts screen displays:



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| Icon  Description automatically generated | Note:  If user account does not have any undelivered documents, Drafts tab displays: No case found |

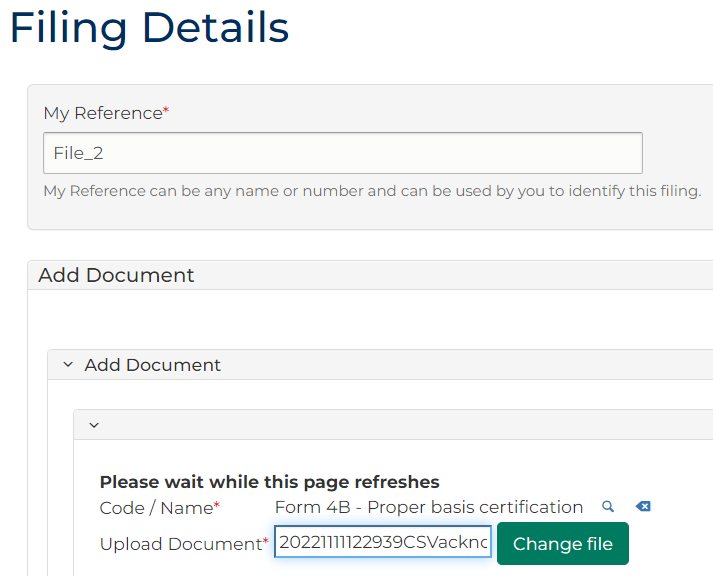
1. To delete document, in Action column, click: Delete

Confirmation message displays, to proceed click: Delete



1. To view document, click: Item No. link.

Filings Details screen displays:



1. Make required changes, then click: Proceed, or Save for later